

Job Demands Analysis: Inventory (Light Duty)

Company Name: City of Richmond – Water Department

Job Title: Tool Inventory, Compound Inventory, Salvage Yard Inventory, Traffic Control Trailer Inventory (Light Duty)

General Work Environment:

- Outdoor (temperature is dependent on weather) – within the worksyard
- Required to wear steel toed boots, safety vest/overalls

Work Hours/Breaks: 7:30am-4:00pm, (2) X 10 minute rest breaks, (1) X 30 minute lunch break

Tools used may include: clipboard and pen/marker, forklift (if certified)



1. Forklift



2. Trailer



Ex. Inventory Items

Job Task Categories:
1) Operate forklift to transport items (if certified) 2) Use a checklist to review items for inventory. The worker is not required to handle the equipment and can seek assistance if needed from other co-workers.

Functional Requirements:			
GENERAL FUNCTIONS:	AMOUNT:	% OF WORKDAY	DESCRIPTION/COMMENTS
Walking	Variable distances	33-66%	▪ Within the works yard
Standing	Sustained	1-33%	▪ Static standing may occur when taking inventory
Climbing		1-33%	▪ Climbing in/out of the forklift
Sitting/Driving		N/A	▪ N/A
Kneeling / Crouching / Stooping	Variable	1-33%	▪ May vary depending on work style, as needed when accessing workspaces - Worker is not required to extensively locate if too difficult
Neck positioning	Flexion, rotation	33-66%	▪ When viewing work spaces on the ground (flexion) ▪ When driving forklift (rotation) – i.e. shoulder checking
Reaching	In front, to the side	33-66%	▪ May vary depending on work style and may be repetitive or sustained when operating metal detector and operation of steering wheel ▪ Overhead reaching is not required
MATERIALS HANDLING:	AMOUNT:	% OF WORKDAY	DESCRIPTION/COMMENTS
Handling / Grasping	Power Grasp	33-66%	▪ 1-2 handed grasp of steering wheel ▪ 1-2 handed grasp of tools/equipment: pen, clipboard
Lifting/Carrying	Light	1-33%	▪ Items handled may include: inventory items. Able to seek assistance with heavier items
Pushing / pulling	N/A	N/A	▪ N/A

**Consider for upper and lower extremity injuries, back injuries. With the opportunity to self-pace, and take rest breaks when needed.*